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Oct

QUARTERLY REPORT
of
VOCATIONAL SCHOOL FOR GIRLS
HELENA, MONTANA
OCTOBER 1, 1958

STATE OF MONTANA

STATE BOARD OF EXAMINERS

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The Hon. Forrest Anderson
The Hon. Frank Murray

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Attorney General
Secretary of State

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The Hon. Forrest Anderson
Miss Harriet Miller

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Attorney General
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Helena, Montana
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Billings, Montana
Helena, Montana
Helena, Montana

VOCATIONAL SCHOOL PERSONNEL

ADMINISTRATIVE

Superintendent
Field Visitor
Business Manager
Part-Time Assistant Superintendent
and Grade Teacher
Clerk-Typist and Relief Teacher
Cottage Supervisor
Relief Matron

Ruby A. Miller
Annette L. Lewis
Nellie McKnight

Bunice Bishop
Elaine Hoover
Alyene Miller
Elva McLelland

MAINTENANCE

Engineer
Commissary
Maintenance

Martin Van Diest
Brice Vercellin
Virgil Miller

COTTAGE PERSONNEL

CANADAY HALL

Relief and Head Matron
Morning Matron
Afternoon Matron
Kitchen Supervisor
Night Matron
Night and General Relief

Mrs. Rhena Leffler
Mrs. Ida McConaha
Mrs. Florence Stewart
Mrs. Venus Seel
Mrs. Julia Jensen
Mrs. Elizabeth Pickett

MARIA DEAN COTTAGE

Morning and Head Matron
Afternoon Matron
Night Matron
Kitchen Supervisor
Relief Matron
Night and General Relief

Mrs. Emma Dunn
Mrs. Lucille Howery
Mrs. Katherine Kieckler
Mrs. Arley Marion
Mrs. Mary Fletcher
Mrs. Vada Houston

SUMMER SCHOOL EDUCATIONAL STAFF

Arts and Crafts
Place Geography and Map Drawing
Remedial Reading
Commercial and English
Biology and Librarian
First Aid and Home Nursing
Vocal and Chorus
Instruments

Mrs. Janet Tichenor
Mrs. Viola Tallman
Mrs. Shirley Stafford
Miss Catherine Ramey
Mrs. Elsie Schoenborn
Mrs. Coleen Cohn
Mrs. Isabelle Giulio
Mr. Carl Ortlhoff

1958-1959 SCHOOL TERM EDUCATIONAL STAFF

Principal and Literature
Home Economics
Commercial
History and Physical Education
Science
Mathematics and Library
English
Music
Orchestra and Instruments

Mrs. Mildred Fredregill
Mrs. Coleen Cohn
Mrs. Gladys Cole
Mrs. Lora Hartz
Mrs. Carol Cooney
Mrs. Elise Schoenborn
Mrs. Shirley Stafford
Mrs. Isabelle Giulio
Mr. Carl Ortlhoff

TO THE HONORABLE J. HUGO ARONSON, GOVERNOR
AND MEMBERS OF THE STATE BOARD OF EDUCATION

GREETINGS:

Following is the Quarterly Report of the State Vocational School for Girls for the period beginning July 1, 1958 and ending September 30, 1958.

During this quarter a successful ten week summer school program was completed and the regular school term began on Tuesday, September 2, following Labor Day.

ACTIVITIES AND HAPPENINGS FOR THE QUARTER IN CHRONOLOGICAL ORDER:

- July 1 Mr. Joe Joh, retired worker, died at St. John's Hospital. We all knew him as, "Little Joe." He was our faithful gardener and handy man for many years.
- July 4 Many out-of-town guests and relatives of the girls enjoyed a very successful celebration held on the grounds of the school. A program was held in the gymnasium at ten a.m., field sports and games on the ball field. A picnic dinner was served on the front lawn at 3:30 p.m. Special movie at 6:30 and fireworks display at 9 p.m.
- July 12 Dr. F. L. Magleby, Dr. A. S. Cennon and Dr. Wm. McPhee, from the Criminology Department of the University of Utah, visited our school. They had visited correctional schools all over the United States and were, they said, favorably impressed with our school and program.
- Two new girls were enrolled from Yellowstone County.
- July 16 Two new girls were enrolled from Lake County.
- July 20 Probation officer, B. T. Sullivan, from the Seventeenth Judicial District, visited two girls from Valley county.
- July 21 One girl, who had broken parole, was returned from Bozeman.
- July 22 The grounds were sprayed for mosquitoes, by the Kelso spraying service.
- Barney Construction made a survey of the site for the construction of the Reception Center building.
- July 23 Ground broken for Reception Center.
- July 24 Mr. William L. Brickson, High School Supervisor, for the State of Montana, inspected the Educational System at the school. He made recommendations to the Board of Education at their meeting of August 18.
- July 25 One girl was taken to St. Peter's hospital for major surgery.
- July 26 Miss Annette L. Lewis took one girl to Great Falls to join her parents, who were transferred to another state.

- August 1 Miss Ruby A. Miller took twelve girls, who were in the cast, "School for Girls," to the Brewery Theatre to see, "The Silver Whistle."
- August 5 End of the summer school term was observed with a trip to the Gates of the Mountains and a picnic.
- August 6 The fire marshall made his annual inspection.
- August 11 One girl was take to the Mental Hygiene Clinic in Butte.
- August 12 This was Achievement Day. Exhibits and demonstrations of the work done during the summer school session were presented at a program held in the gymnasium.
- August 13 Dress rehearsal was held for the summer production, "School For Girls." Pictures were taken of the cast and settings.
- August 14 The summer school play, under the direction, of Miss Miller, was presented to a packed house.
- August 15 Nineteen girls left by bus, train and family cars for a two week vacation before the Fall term of school.
- August 16 One girl was returned from Pennsylvania, as a parole violator.
- Six of the invading skunks were shot.
- August 18 The girls that were not allowed vacations were taken to the Sunset Drive-In Theatre. Mr. Chub Munger is very generous in allowing our girls passes to the drive-in.
- August 20 One girl was returned from Powell county, she could not get along with her mother and step-father.
- The girls were taken to Lakeside swimming.
- The boiler inspector visited the school.
- One of our 1958 high school graduates obtained employment at Western Life Insurance Company.
- August 21 A pancake and sausage breakfast was served in the park in front of the Administration Building.
- A 1952 graduate of our school received her nurses pin at exercises held in Great Falls. She has completed a five year course at Montana State College.
- August 26 Miss Miller and Miss Nellie McKnight met with the Budget Committee of the State Board of Education.
- August 27 Miss McKnight and Miss Elaine Hoover, from the Business Office, met with the Budget Committee of the State Board of Education.

August 28 Mrs. Mildred Fredregill, high school principal and Mr. Erickson, High School Supervisor, met with Miss Miller to discuss and adopt a salary schedule for the teachers.

The girls were taken to Lakeside swimming.

August 29 One girl was returned from Wolf Point because of misbehavior.

August 30 New girl enrolled from Yellowstone County.

Sept. 1 A full day program was planned for this holiday. "Gold Rush Days," was the theme of the day, with suitable activities held on the ball field. Picnic dinner held on the front lawn along with races and carnival events.

Sept. 2 Fall term of school opened with 39 high school students and 13 grade. Seven new girls have entered high school since September 2 and two grade students.

There are 18 freshmen, 3 sophomores, 3 juniors, 7 seniors, 8 eight graders and 5 ungraded students.

Mrs. I. W. Choate, chairman of the Local Executive Board visited the school.

Miss Hoover typed the third edition of the 1959-61 budget.

Sept. 6 New rugs were placed in the reception office, diningroom and halls of the Administration Building.

Sept. 8 Miss Miller, Miss Lewis and Miss McKnight, attended a meeting of the Superintendents of Custodial Institutions at the Capitol.

Sept. 9 Executive Board held their quarterly meeting at the school. Mr. Joe Rowan talked to the Board about the possibility of using the Joint Merit System.

Sept. 10 The musicians union of Helena provided an orchestra for a dance held in the gymnasium.

One girl was returned to the school from Hill county because she was not living up to her parole pledge.

Sept. 17 Constitution Day was observed by the history classes.

Twenty-five girls received polio inoculations.

One girl was taken to St. Peter's hospital for observation.

Sept. 18 One of last years graduates was taken to Missoula to enroll in a physical therapy course at the university. This girl worked during the summer as a nurse's aide at St. Peter's hospital and was commended highly for her work, by Mrs. Reed.

- Sept. 19 A new girl enrolled from Hill county.
- Sept. 22 Miss Lewis attended the Western Probation and Parole Association convention at Santa Fe, New Mexico.
- Sept. 30 Mr. Robert Sando, Elementary School Supervisor, for the State of Montana, visited the school.

ACADEMIC REPORT:

Home Nursing:

The girls are taking a very fine course in "home nursing" this quarter. A hospital bed, acquired through Donable Property, has been set up in our home making department and it is interesting to see these girls make the bed with a patient in it and through home made equipment care for an invalid, properly. One girl who took this course a year ago secured a job as nurse's aide without any question.

Commercial Department:

All the girls are interested in the typing and office practice courses. We have a girl working at Western Life who received all of her commercial training at this school. She started out with a salary of \$190 per month and we have had very good reports of her ability and work.

Science and Mathematics:

Very excellent work is being carried out in the science and mathematics classes.

English and Literature:

It has been customary, in the past, to teach English and literature as one course. This year we have an instructor for English and one for literature. We hope to accomplish more in each subject and so far it is working out very well. Spelling, grammar, choral reading, reading for fun and for information are all being stressed.

Beauty Culture or Better Grooming:

Each group will have one quarters training in care of their hair, nails, and general appearance. Suitable styles in keeping with each girls physical make-up and personality are discussed and considered.

Music:

Choral and instrumental music has a very important place in our curriculum. Our chorus and orchestra are busy working on a program to present October 11 for the judges, who will be at our school for dinner at 12:30 p.m.

We have discovered some fine talent among our new girls, that we hope to develop during their stay at the school.

RELIGIOUS PROGRAM:

Mass for Catholic girls is held at eight a.m. every Sunday. The Rt. Rev. Msgr. D. B. Harrington and altar boy officiating.

Protestant services are at 2:30 p.m. each Sunday. The ministers are appointed by the Ministerial Association.

1st Sunday	Rev. Melvin J. Veland - Assembly of God Church
2nd Sunday	Rev. H. M. Waldron - Chaplin from Fort Harrison
3rd Sunday	Rev. John W. Bartram - Methodist Church
4th Sunday	Rev. Nels Norbec, St. John's Lutheran Church
5th Sunday	Mormon Elders

During the summer religious films were shown each Sunday and the girls conducted the services.

Rev. Rolph Norman meets with the Lutheran girls each Monday at 4:30 p.m. for religious instructions.

MENUS:

Children's appetites depend on understanding and imagination.

According to Miss Jeanee Calabiese, supervising Home Economics N.Y.C. Department of Welfare, "It is a well proven fact that children are not gourmets, but menu variety and imaginative preparation, when geared to their level, will definitely increase their interest in meals."

We are making menus for a week at a time. Enclosed in this report is the menu for the week of September 28 to October 4. The kitchen supervisors are instructed to use left overs in place of the regularly suggested items whenever possible. We do not waste food ever.

The magazine, "Institutions," a magazine for mass feeding, is the source of many interesting recipes which are economical and seasonal. This week we are trying a pumpkin cake recipe. We tie in our home economics course with our cottage cooking and sewing, thus applying the knowledge as it is acquired.

COTTAGE SUPERVISOR REPORT:

Following is a list of clothing furnished to each girl for each year she lives at the school.

4 slips one per quarter	4 combs
4 bras one per quarter	2 toothbrushes
6 panties	4 dresses
4 pair of shoes	1 winter coat
12 pair of anklets	1 jacket
1 garter belt or girdle	1 pair of overshoes
2 sanitary belts	

This does not include toothpaste, soap, kotex, shampoo and first aid materials.

Requisitions are made out by girls and approved by the head housemother the first Monday of each quarter.

During this quarter the following have been issued.

38	slips	35	pair of shoes
70	panties	51	jackets)
277	pair of anklets	52	coats)for all winter
52	bras	52	pair of overshoes)

We feel that the parents should be financially able to furnish the girls with a minimum amount of clothing. The judges should be furnished with a list of apparel that each girl should have when she enters the school. If the parents are not able, at the time of her commitment, the welfare or some agency should be responsible for seeing that the girl comes in with needed clothing.

MEDICAL REPORT July 1 to October 1, 1958

Dr. Amos R. Little Jr.

7	X Rays	Cost	\$ 88.00
30	Pencillin shots		
12	Physicals		
7	Other examinations		
2	Tonsillectomies	Cost	\$100.00
1	Appendectomy	Cost	150.00

Dr. S. P. Keane - Dentist

2	Plates)		
2	Partial Plates)	Cost	\$360.00
5	Fillings		
36	Extractions		
2	X Rays		

Dr. Robert Kuntz - Optometrist

8	Visual Analysis	Cost	\$ 48.00
7	Pair glasses prescribed		\$154.00
8	Repairs		25.00

Hospitalization

2	Tonsillectomies	Cost	\$137.70
1	Appendectomy		202.05
1	Observation 3 days		\$6.40

Mental Hygiene Clinic

Two girls were taken to the clinic this quarter.

Twenty-three prescriptions were purchased during this quarter at a cost of \$146.14.

Girls who are committed come with a health certificate, but it does not tell the whole story. We feel the cases of social diseases and trench mouth should be treated before the girl is brought to this school.

WEEK Sept. 28 - Oct. 4, 1958

BREAKFAST

LUNCH

DINNER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Fruit Bacon and Eggs Muffins - Jam Coffee	Juice Dry or Cooked Cereal Toast Coffee	Fruit Hot Cakes Hot Syrup Coffee	Juice French Toast Jam and Honey Coffee	Fruit Oatmeal or Rice Toast Coffee	Juice Eggs Toast - Jam Coffee	Fruit Eggs Hot Cakes Hot Syrup Coffee
<u>SNACK</u> Cold Cuts Bread - Butter Ice Crispy Confection Hot Chocolate Cookies	Potato Soup Hamburger on Bun Raw Onions Pickles Canned Fruit Cookies Milk	Split Pea Soup Spanish Rice Sweet Pickles Hot Biscuits Jam Milk	Vegetable Soup with Soup Meat Cole Slaw Ginger bread Apple Sauce Milk	Chicken Soup Macaroni & Cheese Hot Biscuits Jam Milk	Tomato Soup Tuna Fish Casserole Potato Chips Sauce Milk	Chilli with Ground Beef Celery & Carrot Strips Cornbread Milk
Baked Potatoes Roast Beef gravy Fruit Salad Creamed Carrots Olives-Pickles Pumpkin Pie Milk	Hash (main dish) Cole Slaw Stewed Tomatoes Chocolate Pudding Milk	Baked Potatoes Liver & Onions Pickled Beets Corn Cup Cakes Ice Cream Milk	Steaks Mashed Potatoes Green Beans Pickles Cobbler Milk	Boston Baked Beans Brown Bread Molded Fruit Salad Dill Pickles Tapioca Pudding Milk	Raw Fries Fish Tomato Aspic Salad Hot Rolls Upsidedown Cake Milk	Weiners & Sauerkraut Baked Spuds Pickles Corn Prune Whip Milk

WORK PLACEMENTS:

One of our former students is employed in the laundry at St. Peter's hospital. She has worked all summer and has done very well. She has deposited one hundred dollars in her account at the school, after buying her clothes and other necessities.

A girl who has been very unsettled at the school is now on work placement with a family in Helena Valley. She is helping in the home while the wife recovers from a serious operation.

One hundred and ten dollars was deposited to a girls account when she returned from work placement at a motel in Lincoln, Montana. She did an excellent job this summer and goes occasionally for a week end.

The girl that is working at Western Life spent the summer working at a motel in Helena and continued with the music she became interested in while attending this school.

FOSTER HOME PLACEMENTS:

One of our younger girls, Carol Marron, has been placed in a very satisfactory home in Billings.

Another girl has found a good family home in Helena and is attending school.

MOVEMENT OF POPULATION DURING JULY, AUGUST, SEPTEMBER

	Enrollment	Residence	Absent	Summer Leave	Placement
July 1, 1958	125	36	15	22	52
New Girls	14	14			
Returned		14		--11	-- 3
Absent		-- 1	+ 2	-- 1	
Placement		-- 13	--11	--10	+34
Discharged	-- 8				-- 8
<hr/>					
September 30	131	50	6		75

Inmate Care days for July 1958	1290	@ 50¢ per day	\$ 645.00
Inmate Care days for August 1958	989	@ 50¢ per day	494.50
Inmate Care days for Sept. 1958	1455	@ 50¢ per day	727.50
	<u>3734</u>		<u>\$ 1,867.00</u>

Respectfully submitted,

Ruby A. Miller
(Miss) Ruby A. Miller, Superintendent
Vocational School for Girls

T R I A L B A L A N C E

Showing the condition of the books of the VOCATIONAL SCHOOL FOR GIRLS
at the close of business on August 31, 1958

11	General Administration - Operation	3,991.36	
12	General Administration - Capital	21.92	
13	General Administration - Rprs & Rpls	771.81	
14	General Administration - Inventory	4,205.68	
21	Educational System - Operation	4,043.94	
22	Educational System - Capital	32.90	
23	Educational System - Rprs & Rpls	----	
24	Educational System - Inventory	7,818.55	
31	Physical Plant - Operation	3,481.95	
32	Physical Plant - Capital	6,104.32	
33	Physical Plant - Rprs & Rpls	----	
34	Physical Plant - Inventory	513,981.82	
41	Subsistence	10,312.17	
521-1	General Administration - General Appropriation		21,838.47
521-4	General Administration - Superintendent's Salary		916.66
521-5	General Administration - P.B.R.S.		288.68
521-6	General Administration - Maximum Security Unit		2,505.40
528	Income Due from Counties		1,139.50
611	Cash In Office	0	
612	Cash In Bank (First National Bank)	95.63	
612-A	Cash In Bank (Union Bank & Trust)	1,277.12	
625	Accounts Receivable	618.50	
625-1	Accounts Receivable - Special		101.08
628	Remittance to General Fund	1,725.00	
63	Advance by State Treasurer	636.37	
72	Claims Pending		4,223.56
73	Inmates Deposits		1,277.12
74	Contingent Fund	59.67	
75	Due State of Montana		636.37
8	Surplus		527,151.87
		<u>560,078.71</u>	<u>560,078.71</u>

